

# VACANCY NOTICE

CS-376

REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: 40-hr Seasonal Institution Attendant (3)		CLASSIFICATION CODE: 09150018	
	SALARY RANGE: Gr 0276H/\$14.94/hour		REFERENCE POSITION NO.: 1235-10000-829, 830, 841	
	Department of Human Services		APPLICATION PERIOD: 8/25/2010 - 8/31/2010	
	Division/Section/Unit: Veterans Affairs		GRACE PERIOD ENDS: 9/3/2010	
	Assignment(s) / Comments: SEASONAL POSITIONS NO BENEFITS			
	Shift and Days: To be Determined		Job Location: Veterans Home, Bristol	
	Restrictions/Limitations: Limited period appointment - 12/31/2010			
	Position Covered By Collective Bargaining Union Agreement: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
	Name of Bargaining Unit Union: Council 94, Local 904			
	There is* is not <input checked="" type="checkbox"/> a Civil Service List for this position		See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.				
General Information to Candidate	<b>INSTRUCTIONS:</b> <b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated if you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Statement. If you are currently employed, either on the application or within a cover letter, both the File Position Title and Number.			
	<b>Most Important</b> - Please include the following information:			
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Name of department where you are currently employed</li> <li>Title of your present position and date you entered it</li> <li>Current home telephone number</li> <li>Date you entered State service</li> <li>Present Union Affiliations</li> </ul>			
	<b>*** In certain agencies, bargaining unit applicants will receive preferential consideration according to contract.</b>			
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b> If indicated above that <b>no civil service</b> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.			
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>			
	<b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.			
	<b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).			
	<b>E-VERIFY PROGRAM EMPLOYER</b>			
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b> To perform a variety of duties involved in direct patient care of geriatric patients, including bathing, feeding, ambulating, and personal hygiene; and other related duties as required.			
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b> (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <u>Education:</u> Sufficient to insure ability to read, write, and speak English; and <u>Experience:</u> Employment involving the opportunity to gain a familiarity with routine hospital or institutional procedures. <u>Or,</u> any combination of education and experience that shall be substantially equivalent to the above. <b>Special Requirement:</b> At the time of appointment must be registered as a Certified Nursing Assistant by the Rhode Island Department of Health per the General Laws of Rhode Island and must maintain such registration as a condition of employment. <b>PHYSICAL EXAM IS REQUIRED.</b>			
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>  Ann DeBonis OHHS Human Resources Service Center Benjamin Rush Building, #55 600 New London Avenue Cranston, RI 02920  <b>Telephone #:</b> 401-462-2481 <b>Fax #:</b> 401-462-2041 <b>TTY/TDD #:</b> 401-462-3363 (Telecommunication Device for the Deaf)			



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER